

DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

4 September 2014

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #14-105

POSITION: Information Technology (PLCYPLN) (D2177000) (GS-2210-09) (EXCEPTED POSITION)

LOCATION: 101st Communications Flight, Bangor, Maine

SALARY RANGE: \$47923 to 62,297 per annum

CLOSING DATE: 26 September 2014

AREA OF CONSIDERATION:

AREA I - All permanent and indefinite Enlisted Technicians in the Maine Air National Guard.

AREA II – All members of the Maine Air National Guard

PERMANENT CHANGE OF STATION (PCS): PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

DUTIES: See attached duties and responsibilities.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must show how they meet the General and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Experience, education or training that has provided a basic knowledge of data processing functions and general management principles that enabled the applicant to understand the stages required to automate a work process. Experience may have been gained in work such as computer operator or assistant, computer sales representative, program analyst, or other positions that required the use or adaptation of computer programs and systems.

SPECIALIZED EXPERIENCE: Must have at least 24 months experience at the GS -09 level education, or training in analysis of the interrelationship of pertinent components of the system. Experience planning the sequence of actions necessary to accomplish the assignment.

Experience scheduling the sequence of programs to be processed by computers where alternatives had to be weighed with a view to production efficiency.

1. Knowledge of analyzing requirements and recommending plans of action for improving IT Applications and Systems.
2. Ability to manage multiple IT projects and assigned tasks simultaneously, within established timelines, independently and as a team.
3. Skill in the planning, development, management, and/or enforcement of approved ANG and local Information Technology (IT) and Communications architecture.
4. Ability to effectively communicate orally and in writing.
5. Ability to receive, store, track, and issue IT assets and maintain IT Asset inventories.

COMPATIBILITY CRITERIA: 3D0X3, 3D0X1, 3D0X2, 3D1X1, 3D1X2, 3D1X3, 3D1X4

NOTE: If you do not possess the compatible AFSC, you will not be disqualified from being considered. Selected applicant must be prepared to attend the appropriate school.

MILITARY ASSIGNMENT: 3DXXX

HOW TO APPLY: Detailed instructions are contained in an Instruction Guide titled “Technician Vacancy Announcement Guide” which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA”. Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: ng.me.mearng.list.hro-applications@mail.mil.

APPOINTMENT: Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All

appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6013 / COM (207) 430-6013 FAX: DSN 626-4246 / COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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LISA M. SESSIONS

CPT, EN

Human Resources Specialist

(Recruitment & Placement/Compensation)

INTRODUCTION:

This position is located in the Plans and Resources Flight of a Base Communications Squadron. The purpose of this position is to assist the senior policy and planning specialist by performing the less complex tasks associated with the planning, development, management, and enforcement of approved ANG and local information technology (IT) and communications architecture. Sixty percent of the work performed involves Information Technology issues and systems with the remaining forty percent involving telecommunications specific issues and systems.

MAJOR DUTIES:

1. Information Technology Planning:

(a) Analyzes requirements and recommends plans of action for improving assigned IT applications. Analyzes assigned portions of existing and planned IT applications, both hardware and software, to determine current and future potential for enhancements. Based upon the organization's goals and objectives, an assessment of available resources, and extrapolation of cost benefit analysis data, recommends adjustments to IT priorities to meet changing business needs, program plans, goals and objectives. Identifies problem areas along with a variety of possible solutions and alternatives and submits change recommendations to a higher graded Policy and Plans specialist. Analyzes assigned systems to determine if enhancements are appropriate or if an entirely new system would be more cost effective. Analyzes assigned portions of plans and specifications, prepares justifications for new or enhanced information technology. Provides results of analysis to a higher graded Policy and Plans specialist for inclusion in the Squadron's final change recommendations. Serves as a point of contact throughout the various phases of projects until successfully concluded.

(b) Performs as a plans and policy advisor to functional users of information technology. Develops and interprets policy for administering IT systems. Assesses policy needs and reviews, revises, and develops recommended changes to existing policies to govern IT activities. Through feasibility studies, assesses impact of changes in legislation or directives on current programs and recommends changes to existing plans to ensure compliance. Analyzes IT system development as it relates to the organization and ensures policy and guidance are available for its use, that necessary controls are in place, and systems operate as intended and provide all necessary capabilities. Assists in the development of migration plans for implementation of new technology. Assesses and identifies training needs that address activities where gaps in competency exist in either current or new technology. Develops training programs, or locates and recommends sources of training that ensure users can apply the best techniques in

using IT. Provides technical assistance to system users and contractors. This includes keeping abreast of the latest developments in technology and conducting feasibility studies to evaluate systems performance as it relates to the organization.

2. Telecommunications Planning:

Implements methods, procedures, policies, and techniques concerning telecommunication systems. Performs work involved in developing, refining, and complying with assigned portions of the telecommunications systems planning and policy direction primarily involving short- and long-range plans. Reviews requests for communication services, develops budgetary justifications, recommends changes to assigned segments of networks/systems designs, prepares/reviews equipment and facility specifications, monitors/resolves technical communications problems, and/or conducts operational acceptance tests.

3. General IT and Communications Planning and Resourcing:

(a) Implements IT and communications programs and special projects. Implements various IT and communications programs. Updates documentation and maintains listings of authorized equipment for assigned programs. Performs annual inventories. Performs special staff and/or feasibility studies and economic analysis.

(b) Assists with contracting functions and budget preparation. Upon completion of feasibility studies and other projects designed to identify functional needs and changing business requirements for advancements in technology, prepares budgetary data for inclusion in financial plans in support of assigned programs and projects. Conducts periodic analysis of assigned projects and their funding for consistency with overall IT and communications architecture and infrastructure and how they contribute to meeting business requirements. Develops budget recommendations for use in the Squadron's overall budget request. Assists management and senior specialists in developing SOW and PWS (statements of work/performance work specifications) for contracts involving IT and communications systems or service. Reviews completed solicitation packages and provided recommendations to a higher graded Policy and Plans specialist.

(c) Attends meetings and presents briefings. Participates in discussions, meetings, conferences, committees or special projects. Analyzes areas of concern, identifies problems, and resolves the less complex conflicts through persuasive discussions with management and user representatives. Refers the more complex issues to a higher graded specialist. Consults with base officials and working groups, customers and other organization personnel on IT and communications concerns. Prepares reports encompassing long and short range planning strategy recommendations for assigned portions of the IT and communications systems. Prepares and presents briefings covering recommendations for acquisition or changes in business practices

through enhanced IT use. Maintains liaison with technical and professional organizations and industry to keep abreast of trends in technology.

4. Adheres to management control plan requirements by conducting self inspection and staff assistance visits. Resolves identified discrepancies.

5. Performs other duties as assigned.